

Raffle and Bazaar Application Packet



*Distributed by Town of Hamilton
577 Bay Road, Hamilton, MA 01936
Phone: 978-468-5570
Web: www.hamiltonma.gov*



**TOWN OF HAMILTON
TOWN HALL
HAMILTON, MASSACHUSETTS 01936
978-468-5570**

Dear Applicant:

Once you have completed the application form and the notice of issuance, please forward them to the Town Clerk's Office no later than 5 business days before raffle.

Requested Materials:

1. Town of Hamilton Application for Permit
2. Notice of Issuance
3. Completed Annual Report of last Raffle—signed by the Clerk and filed with the Lottery Commission.
4. A Certificate of Solicitation **and/or** the six digit number assigned to the non-profit organization by the Attorney General's Office
5. Copy of the By-laws for your non-profit organization
6. Check in the amount of \$25.00 payable to the Town of Hamilton.

Please note: The application is not considered filed and you are not in compliance with the Massachusetts General Laws until **all** of the requested materials have been submitted in their entirety.

If you have questions concerning the operation of poker tournaments or other similar fundraising activities, please feel free to contact:

Office of the Attorney General Division of Public Charities
(617) 727-2200, ext. 2101
Massachusetts State Lottery Commission
(781) 849-5555, ext. 527
Department of Public Safety
Office of the Commissioner of Public Safety
(617) 727-3200, ext. 25230

Should you have any question in this regard, please feel free to contact the Clerk's Office.

Sincerely,

Andrea J. Carlson

Andrea J. Carlson
Town Clerk



TOWN OF HAMILTON

OFFICE OF THE TOWN CLERK
577 BAY ROAD P.O. BOX 429
HAMILTON, MASSCHUSETTS 01936

978-468-5570

Application to Conduct Raffles and Bazaars (Pursuant to C810, Acts of 1969)

NAME OF NONPROFIT ORGANIZATION

ADDRESS OF NONPROFIT ORGANIZATION

We, the undersigned, do hereby certify that the above-named organization has been organized and actively functioning as a nonprofit organization in the Commonwealth for a period of not less than two years before applying for a permit.

MEMBER IN CHARGE SIGNATURE

ADDRESS

TELEPHONE

Sworn and subscribed before me this _____ day of _____ 20__.

SEAL

NOTARY PUBLIC SIGNATURE

Application Certified to be in Conformity with C.810, Acts of 1969

Town Clerk Signature

Date

The Chief of Police recommends that the application be ____ Approved ____ Denied

Police Chief Signature

Date

The Town Clerk certifies that this permit is: ____ Issued ____ Denied

Town Clerk Signature

Date

Amount Paid \$ _____



TOWN OF HAMILTON

Application to Conduct Raffles and Bazaars (Pursuant to C810, Acts of 1969)

Evidence of Qualification for Permit:

- Veteran's organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- Church or religious organization; or
- Fraternal or fraternal benefit society; or
- Educational or charitable organization; or
- Civic or service club or organization; or
- Club or organization organized and operated exclusively for pleasure, recreation and other non-profit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Name, Residence and Telephone of Officers or members of organization responsible for operation of raffle or bazaar:

MEMBER IN CHARGE SIGNATURE & ADDRESS	TELEPHONE
AUTHORIZED MEMBER SIGNATURE & ADDRESS	TELEPHONE
AUTHORIZED MEMBER SIGNATURE & ADDRESS	TELEPHONE

Proceeds of this permit will be used for: _____

Names, addresses, and phone numbers of person(s) leasing gambling equipment to the organization: _____

Please attach a list of all current members of the organization with their home addresses.

No person holding a permit to operate raffles or bazaars shall operate any particular such event unless written notice has been given to the Chief of Police, not less than thirty (30) days prior to the event, of the date, time and place of the event and of any deviation from the information contained in the application for the permit to operate the same.

SIGNATURE OF AUTHORIZED OFFICER OR MEMBER	DATE
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NOTICE OF ISSUANCE OF:
RAFFLE AND / OR BAZAAR LICENSE
CITY OR TOWN

FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY

IDENTIFICATION NUMBER

DATE RECEIVED

Name of Authorized Organization

Address (Street)

City/Town

ZIP CODE

FORM IS TO BE RETURNED TO:

CHARITABLE GAMING DEPARTMENT

Massachusetts State Lottery

P.O. Box 859012

BRAINTREE, MA 02185-9012

FOR CITY / TOWN USE ONLY

Date of Issue:

City / Town Official

Title

OFFICIAL
SEAL:

RBL
25M-7-83

PRINT IN INK, OR TYPEWRITE

COMPLETE AND SIGN THE REVERSE SIDE

Date Organized

☐ Corporation

☐ Unincorporated Association

☐ Religious
Organization

☐ Veterans Organization
(non-profit)

☐ Educational Organization

☐ Civic Organization

☐ Charitable
Organization

☐ Volunteer
Fire Company

☐ Fraternal Organization

☐ Other

FOR M.S.L.C. USE ONLY

☐ TAX FORM SENT

BY:

DATE:

INV. ASSIGNED:

Assigned By

Date

AUTHORIZED OFFICER OF ORGANIZATION SIGN BELOW

Signature
of Officer

Date

Title

TELEPHONE
NUMBERS

AREA

HOME PHONE

DATE OF OCCASION

AREA

BUSINESS TEL NO

NUMBER OF OCCASIONS

NEXT TWELVE (12) MONTHS

**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF HAMILTON**

**Annual Report – Raffles & Bazaars
(C. 810, Acts of 1969)**

Date _____

Name of Nonprofit Organization: _____

Address: _____

Expiration Date of Permit: _____

Number of Raffles and Bazaars Held: _____

Amount of Money Received: \$ _____

Expenses Connected with Raffles Conducted: \$ _____

Net Proceeds: \$ _____

For what purposes were the proceeds used? _____

Names & addresses of winners of \$25.00 or more: _____

(Attach additional pages as necessary)

We, the undersigned, do hereby certify that this report is true and complete.

1: _____

2: _____

Accountant/Treasurer of Organization Signature

3: _____

Authorized Officers or Members of Organization Signature

Report Certified to be in Conformity with C. 810, Acts of 1969.

Town Clerk

**RENEWAL PERMIT WILL NOT BE ISSUED TO LICENSEE UNTIL THIS REPORT HAS
BEEN COMPLETED AND FILED WITH THE COMMISSIONER OF PUBLIC SAFETY.**

(Permit Holders also holding Beano Licenses must submit a copy of this report to the Massachusetts State Lottery Commission)

CHAPTER 810, ACTS OF 1969

AN ACT AUTHORIZING CERTAIN ORGANIZATIONS TO CONDUCT RAFFLES AND BAZAARS

Whereas, The deferred operation of this act would tend to defeat its purpose, which is, in part, to authorize forthwith that certain organizations may conduct raffles and bazaars and provide a further source of tax revenue to the commonwealth, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 271 of the General Laws is amended by inserting after section 7 the following sections:-

Section 7A. In this section the following words shall have the following meanings:

"Raffle", an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes.

"Bazaar", a place maintained by the sponsoring organization for disposal of merchandise awards by means of chance.

Notwithstanding any other provisions of law, raffles and bazaars may be promoted, operated and conducted under permits issued in accordance with the provisions of this section.

No organization, society, church or club which conducts a raffle or bazaar under the provisions of this section shall be deemed to have set up and promoted a lottery and nothing in this chapter shall authorize the prosecution, arrest or conviction of any person connected with the operation of any such raffle or bazaar; provided, however, that nothing contained in this section shall be construed as permitting the game commonly known as "beano" or any similar game regardless of name.

No raffle or bazaar shall be promoted, operated or conducted by any person or organization, unless the same is sponsored and conducted exclusively by (a) a veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; (b) a church or religious organization; (c) a fraternal or fraternal benefit society; (d) an educational or charitable organization; (e) a civic or service club or organization; and (f) clubs or organizations organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder. Such organization shall have been organized and actively functioning as a nonprofit organization in the commonwealth for a period of not less than two years before it may apply for a permit. The promotion and operation of the raffle or bazaar shall be confined solely to the qualified members of the sponsoring organization and no such member shall receive remuneration in any form for time or effort devoted to the promotion or operation of such raffle or bazaar. All funds derived from any raffle or bazaar shall be used exclusively for the purposes stated in the application of the sponsoring organization which purposes shall be limited to educational, charitable, religious, fraternal or civic purposes or for veterans' benefits. An organization which meets the qualifications required by this section and which desires to conduct or operate a raffle or bazaar within the Commonwealth shall apply for a permit to conduct raffles and bazaars from the clerk of the city or town in which the raffle will be drawn or the bazaar held. The application form shall be approved by the Commissioner of Public Safety and shall include the name and address of the applicant, the evidence on which the applicant relies in order to qualify under this section, the names of three officers or members of the organization who shall be responsible for the operation of the raffle or bazaar, and the uses to which the net proceeds will be applied. Unless otherwise established in a town by town meeting action and in a city by city council action, and in a town with no town meeting by town council action, by adoption of appropriate by-laws and ordinances to set such fees, a fee of ten dollars shall accompany each such application and shall be retained by the city or town, but in no event shall any such fee be greater than fifty dollars. A fee of ten dollars shall accompany each such application and shall be retained by the city or town. Upon receipt of such application, the clerk shall determine whether it is in conformity with this section. If the clerk so determines, he shall forward the application to the Chief of Police of the city or town, who shall determine whether the applicant is qualified to operate raffles and bazaars under this section. If the Chief of Police so determines, he shall endorse the application and return it to the clerk, who shall forthwith issue a permit, which shall be valid for one year from the date of its issuance. The clerk shall retain a copy of the application and shall send a copy to the Commissioner of Public Safety. If there is any change in the facts set forth in the application for a permit subsequent to the making of such application, the applicant shall forthwith notify the authority granting such permit of such change, and such authority shall issue such permit if the applicant is qualified, or, if a permit has already been issued and the change in the facts set forth in the application disqualify the applicant revoke such permit.

If an application is not acted upon within thirty days after it is submitted, or if the organization is refused a permit, or if a permit is revoked, any person named on the application may obtain judicial review of such refusal or revocation by filing within ten days of such refusal or revocation or within ten days of the expiration of such thirty day period a petition for review in the district court having jurisdiction in the city or town in which such application was filed. A justice of said court, after a hearing, may direct that such permit be issued, if he is satisfied that there was no reasonable ground for refusing such permit, and that the applicant was not prohibited by law from holding raffles or bazaars.

An organization issued a permit under this section shall within thirty days of the expiration of its permit submit a report on a form to be approved by the Commissioner of Public Safety. Such form shall require information concerning the number of raffles and bazaars held, the amount of money received, the expenses connected with the raffle and bazaar, the names of the winners of prizes exceeding twenty-five dollars in value, the net proceeds of the raffles and bazaars, and the uses to which the net proceeds were applied. The organization shall maintain and keep such books and records as may be necessary to substantiate the particulars of such report, which books and records shall be preserved for at least one year from the date of such report and shall be available for inspection. Such report shall be certified to by the three persons designated in the permit application as being responsible for such raffle or bazaar and by an accountant. Two copies of said report shall be filed with City or Town Clerk. The Clerk shall send one copy to the Commissioner of Public Safety. Failure to file said report shall constitute sufficient grounds for refusal to renew a permit to conduct raffles or bazaars. The fee for renewal of such permit shall be ten dollars.

The authority granting any permit under this section shall immediately revoke the same for a violation of any provision of this section and shall not issue any permit to such permittee within three years from the date of such violation. Any person aggrieved by the action of such authority revoking such permit may appeal to the District Court having jurisdiction in the city or town where the permit was issued; provided that such appeal shall be filed in such court within twenty days following receipt of notification by said authority. The Court shall hear all pertinent evidence and determine the facts and upon the facts so determined annul such action or make such decision as equity may require. The foregoing remedy shall be exclusive.

Any organization conducting or operating a raffle or bazaar under this section shall file a return with the Commissioner of Corporations and Taxation, on a form prepared by him, and approved by the State Tax Commission within ten days after the raffle or bazaar is held and shall pay therewith a tax of five per cent of the gross proceeds derived from such raffle or bazaar.

The provisions of chapter sixty-two relative to the assessment, collection, payment, abatement, verification and administration of taxes, including penalties, shall, so far as applicable apply to the tax imposed by this section. All sums received by said Commissioner from the tax imposed by this section as taxes, interest thereon, fees, penalties, forfeitures, costs of suits or fines, less all amounts refunded thereon, together with any interest or costs paid on account of such refunds, shall be paid into the treasury of the commonwealth.

Whoever violates any provision of this section or submits false information on an application or report required under this section shall be punished by a fine of not more than one thousand dollars or by imprisonment in the house of correction for not more than one year, or both.

No person who prints or produces tickets, cards or any similar article used in the conduct of a bazaar or raffle pursuant to a permit issued under the provisions of this section shall be subject to any penalty therefor, provided that a certified copy of such permit was presented to him prior to his undertaking to print or produce such tickets or cards.

No organization issued a permit under this section shall conduct more than three bazaars in any single calendar year nor shall such organization conduct more than one bazaar in any single calendar day. The operation of a bazaar shall be limited to five consecutive hours.

**PART IV** CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL CASES**TITLE I** CRIMES AND PUNISHMENTS**CHAPTER 271** CRIMES AGAINST PUBLIC POLICY**Section 7A** Raffles and bazaars; conduct by certain organizations

Section 7A. In this section the following words shall have the following meanings:

"Raffle", an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes.

"Bazaar", a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed \$250 each.

Notwithstanding any other provisions of law, raffles and bazaars may be promoted, operated and conducted under permits issued in accordance with the provisions of this section.

No organization, society, church or club which conducts a raffle or bazaar under the provisions of this section shall be deemed to have set up and promoted a lottery and nothing in this chapter shall authorize the prosecution, arrest or conviction of any person connected with the operation of any such raffle or bazaar; provided, however, that nothing contained in this section shall be construed as permitting the game commonly known as "beano" or any similar game regardless of name.

No raffle or bazaar shall be promoted, operated or conducted by any person or organization, unless the same is sponsored and conducted exclusively by (a) a veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; (b) a church or religious organization; (c) a fraternal or fraternal benefit society; (d) an educational or charitable organization; (e) a civic or service club or organization; and (f) clubs or organizations organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder. Such organization shall have been organized and actively functioning as a nonprofit organization in the commonwealth for a period of not less than two years before it may apply for a permit. The promotion and operation of the raffle or bazaar shall be confined solely to the qualified members of the sponsoring organization and no such member shall receive remuneration in any form for time or effort devoted to the promotion or operation of such raffle or bazaar. All funds derived from any raffle or bazaar shall be used exclusively for the purposes stated in the application of the sponsoring organization which purposes shall be limited to educational, charitable, religious, fraternal or civic purposes or for veterans' benefits. An organization which meets the qualifications required by this

section and which desires to conduct or operate a raffle or bazaar within the commonwealth shall apply for a permit to conduct raffles and bazaars from the clerk of the city or town in which the raffle will be drawn or the bazaar held. The application form shall be approved by the commissioner of public safety and shall include the name and address of the applicant, the evidence on which the applicant relies in order to qualify under this section, the names of three officers or members of the organization who shall be responsible for the operation of the raffle or bazaar, and the uses to which the net proceeds will be applied. Unless otherwise established in a town by town meeting action and in a city by city council action, and in a town with no town meeting by town council action, by adoption of appropriate by-laws and ordinances to set such fees, a fee of ten dollars shall accompany each such application and shall be retained by the city or town, but in no event shall any such fee be greater than fifty dollars. Upon receipt of such application, the clerk shall determine whether it is in conformity with this section. If the clerk so determines, he shall forward the application to the chief of police of the city or town, who shall determine whether the applicant is qualified to operate raffles and bazaars under this section. If the chief of police so determines, he shall endorse the application and return it to the clerk, who shall forthwith issue a permit, which shall be valid for one year from the date of its issuance. The clerk shall retain a copy of the application and shall send a copy to the commissioner of public safety. If there is any change in the facts set forth in the application for a permit subsequent to the making of such application, the applicant shall forthwith notify the authority granting such permit of such change, and such authority shall issue such permit if the applicant is qualified, or, if a permit has already been issued and the change in the facts set forth in the application disqualify the applicant revoke such permit.

If an application is not acted upon within thirty days after it is submitted, or if the organization is refused a permit, or if a permit is revoked, any person named on the application may obtain judicial review of such refusal or revocation by filing within ten days of such refusal or revocation or within ten days of the expiration of such thirty day period a petition for review in the district court having jurisdiction in the city or town in which such application was filed. A justice of said court, after a hearing, may direct that such permit be issued, if he is satisfied that there was no reasonable ground for refusing such permit, and that the applicant was not prohibited by law from holding raffles or bazaars.

An organization issued a permit under this section shall within thirty days of the expiration of its permit submit a report on a form to be approved by the commissioner of public safety. Such form shall require information concerning the number of raffles and bazaars held, the amount of money received, the expenses connected with the raffle or bazaar, the names of the winners of prizes exceeding \$250 in value, the net proceeds of the raffles and bazaars, and the uses to which the net proceeds were applied. The organization shall maintain and keep such books and records as may be necessary to substantiate the particulars of such report, which books and records shall be preserved for at least one year from the date of such report and shall be available for inspection. Such report shall be certified to by the three persons designated in the permit application as being

responsible for such raffle or bazaar and by an accountant. Two copies of said report shall be filed with city or town clerk. The clerk shall send one copy to the commissioner of public safety. Failure to file said report shall constitute sufficient grounds for refusal to renew a permit to conduct raffles or bazaars. The fee for renewal of such permit shall be ten dollars.

The authority granting any permit under this section shall immediately revoke the same for a violation of any provision of this section and shall not issue any permit to such permittee within three years from the date of such violation. Any person aggrieved by the action of such authority revoking such permit may appeal to the district court having jurisdiction in the city or town where the permit was issued; provided that such appeal shall be filed in such court within twenty days following receipt of notification by said authority. The court shall hear all pertinent evidence and determine the facts and upon the facts so determined annul such action or make such decision as equity may require. The foregoing remedy shall be exclusive.

Any organization conducting or operating a raffle or bazaar under this section shall file a return with the state lottery commission, on a form prepared by it, within ten days after the raffle or bazaar is held and shall pay therewith a tax of five per cent of the gross proceeds derived from such raffle or bazaar.

All sums received by said commission from the tax imposed by this section as taxes, interest thereon, fees, penalties, forfeitures, costs of suits or fines, less all amounts refunded thereon, together with any interest or costs paid on account of such refunds, shall be paid into the treasury of the commonwealth.

Whoever violates any provision of this section or submits false information on an application or report required under this section shall be punished by a fine of not more than one thousand dollars or by imprisonment in the house of correction for not more than one year, or both.

No person who prints or produces tickets, cards or any similar article used in the conduct of a bazaar or raffle pursuant to a permit issued under the provisions of this section shall be subject to any penalty therefor, provided that a certified copy of such permit was presented to him prior to his undertaking to print or produce such tickets or cards.

No organization issued a permit under this section shall conduct more than three bazaars in any single calendar year nor shall such organization conduct more than one bazaar in any single calendar day. The operation of a bazaar shall be limited to five consecutive hours.

940 CMR 12.00: REGULATIONS GOVERNING RAFFLES

Section

- 12.01: Definitions
- 12.02: Disclosure
- 12.03: Obligations of the Sponsoring Organization
- 12.04: Record Keeping, Financial Control
- 12.05: Violations of Regulations
- 12.06: Severability

These regulations shall apply to any raffle conducted under M.G.L. c. 271, § 7A in which the value of the prize or prizes to be awarded exceeds \$10,000 or in which the ticket price exceeds \$10.00.

12.01: Definitions

Prize. Any item or items chosen by a sponsoring organization as the subject of a raffle, which the organization announces it will award to a person selected by chance from among those purchasing tickets to the raffle.

Qualified Member. For the purposes of eligibility to participate in managing or otherwise assisting in the operation of a raffle, a person is a bona fide member of the licensed organization only when he or she:

- (a) Has become a member prior to the commencement of the function and such membership was not dependent upon, or in any way related to the payment of consideration to participate in, any gambling activity; and
- (b) Has held full and regular membership status in the licensed organization for a period of not less than three consecutive months prior to the subject function; and
- (c) Has paid any reasonable initiation or admission fees for membership, and/or any dues, consistent with the nature and purpose of the licensed organization and with the type of membership obtained and is not in arrears in payment of any such fees or dues; and
- (d) Has met all other conditions required by the licensed organization for membership and is in all respects a member in good standing at the time of the subject function.

A person may also be a bona fide member of a bona fide charitable or bona fide nonprofit organization affiliated with or auxiliary to his or her licensed organization, or to which his or her own licensed organization is auxiliary, when he or she meets all of the standards set out above respecting his or her own licensed organization.

Related Party. Includes:

- (a) An officer, director, or trustee (or an individual having powers or responsibilities similar to those of officers, directors, or trustees) of the organization.
- (b) A spouse other than a spouse who is legally separated from the individual under a decree of divorce or separate maintenance; a child including legally adopted children; grandchildren; parents; and grandparents of parties described in 940 CMR 12.01(1).
- (c) A corporation, trust, estate or partnership more than 35% of which is owned or held by any of the preceding.

Sponsoring Organization. Any organization conducting a raffle pursuant to a license under M.G.L. c. 271, § 7A to conduct raffles.

12.02: Disclosure

(1) In any raffle conducted pursuant to M.G.L. c. 271, § 7A, the sponsoring organization must disclose the following information either on the raffle ticket itself or in a written notice given to the purchaser prior to the sale:

- (a) a full and fair description of the prize;
- (b) the appraised value of the prize;
- (c) date or dates when the prize will be available for inspection;

12.02: continued

- (d) if there is a minimum number of tickets to be sold; what the minimum is and the procedure to be employed to secure a refund in the event the minimum is not reached;
 - (e) the maximum number of tickets to be sold if any;
 - (f) the fact that the value of the prize will be treated as ordinary income to the winner for federal and state income tax purposes and that the winner may be required to pre-pay a portion of the tax liability prior to receiving the prize;
 - (g) the fact that the Internal Revenue Service takes the position that no portion of the ticket price will qualify as a charitable contribution for federal income tax purposes;
 - (h) the drawing date for the raffle;
 - (i) the estimated percentage of the ticket price which will be used for charitable purposes in the event that only the minimum number of tickets are sold;
 - (j) the exact nature of the charitable purpose for which the proceeds will be used;
 - (k) any other facts the disclosure of which may have influenced the purchaser or prospective purchaser not to enter into the transaction.
- (2) Each ticket must bear a clear and conspicuous warning to the effect that depositing the ticket or any other material in connection with the raffle in the federal mails is a violation of federal law and may lead to criminal penalties.

12.03: Obligations of the Sponsoring Organization

- (1) If there are any changes in the terms of the raffle such as a change in the nature or value of the prize, a postponement of the drawing date, the sale of greater than the maximum number of tickets, etc., the organization shall notify each of the ticket purchasers of the change and offer them an opportunity to rescind their purchase.
- (2) If for any reason the raffle is not completed and a prize is not awarded on the scheduled drawing date, the sponsoring organization must take all steps necessary to notify ticket purchasers of that fact and return all money received from ticket purchasers within 30 days.
- (3) No member or employee, or immediate family member of a member or employee, of a sponsoring organization who has been directly involved in the promotion or operation of a raffle shall be permitted to purchase tickets to the raffle or win the prize. The sale of tickets alone shall not constitute the promotion and sale of a raffle for purposes of 940 12.03.
- (4) The sponsoring organization shall take such steps as are necessary under the circumstances to insure that each ticket purchased has a chance to be selected as the prize winner and that the prize winner is selected in an entirely random manner.
- (5) In cases where the sponsoring organization purchases the prize from a third party, it must arrange for an independent appraisal of the value of the prize from a person licensed to render such appraisals, or if there is no applicable licensing requirement, from a person qualified to render such appraisals.
- (6) If the sponsoring organization purchases a prize from a related party, the price to be paid must be at cost or substantially less than the appraised value of the prize.
- (7) No sponsoring organization or its employees, members, agents or servants, shall give away tickets to a raffle without receiving the full established price for them.
- (8) The sponsoring organization shall structure the raffle in such a way that it may reasonably be anticipated that the sponsoring organization will retain a percentage of the gross proceeds which is reasonable under the circumstances and shall retain all of the net proceeds (gross proceeds minus the direct expenses of the raffle) for the purposes specified in their application under M.G.L. c. 271, § 7A.

12.04: Record Keeping, Financial Control

- (1) A record keeper shall be designated from among the members of the organization as defined at 940 CMR 12.01 and shall have been a member for a minimum of two years prior to the commencement of the raffle. The record keeper or his designee shall be responsible for the keeping and distribution of raffle tickets to be sold, the safekeeping of paid-for and completed ticket stubs, and the maintenance of the records prescribed by this section during and after the completion or suspension of the raffle for a period of at least two years.
- (2) The raffle ticket shall have at least two parts, one of which is to be retained by the purchaser, and the other to be retained by the record keeper. The record keeper's part must at a minimum contain the purchaser's name, address, and the telephone number. All such parts shall be imprinted with sequential serial numbers commencing with the numeral "1" through the maximum number of tickets to be sold. Both copies shall bear the signatures of both the seller and the purchaser of the ticket.
- (3) The record keeper shall maintain and periodically update as the need arises, the following types of records:
 - (a) a list of members of the sponsoring organization;
 - (b) a list of members authorized to sell raffle tickets or participating in any way in the promotion or operation of the raffle;
 - (c) all documents, bills of sale, agreements, appraisals or other documents concerning the purchase of the article or articles to be raffled;
 - (d) all permits, licenses, and any other documents prescribed or required by law as necessary for the lawful conduct of a raffle;
 - (e) a ledger book or other suitable record keeping device listing the serial number of the ticket sold, the purchaser's name and address, and the date purchased. Such entries shall be made upon receipt of the ticket part from the selling member or members and will be maintained in such a way as to permit a calculation at any time, of the number of tickets sold to date;
 - (f) the ticket stubs used to conduct the drawing for a period of not less than two years.
- (4) Financial records shall be maintained by the record keeper sufficient to show:
 - (a) the current amount of proceeds received on account of the raffle;
 - (b) all expenses related to the conduct of the raffle including printing costs, advertising costs, lawyers fees, appraisal costs, insurance premiums, and any other costs reasonably attributable to the raffle.

12.05: Violations Of Regulations

Failure to comply with any of the Regulations shall be deemed an unfair and deceptive act or practice, in violation of M.G.L. c. 93A, § 2 or a misapplication of funds given or appropriated to public charities.

12.06: Severability

If any provision of these Regulations or the application of such provision to any person or circumstances shall be held invalid, the validity of the remainder of these Regulations and the applicability of such provision to other persons or circumstances shall not be affected thereby.

REGULATORY AUTHORITY

940 CMR 12.00: M.G.L. c. 12, § 8J; c. 93A, § 2(c).

940 CMR 13.00: REGULATIONS GOVERNING BAZAARS

Section

- 13.01: Definitions
- 13.02: Licensing
- 13.03: Conduct of Games
- 13.04: Limitation of Participation of Certain Persons
- 13.05: Equipment
- 13.06: Operation of Games
- 13.07: Prohibited Acts
- 13.08: Police Officer Required
- 13.09: Limitation of Functions
- 13.10: Record Keeping
- 13.11: Violation of Regulations
- 13.12: Severability

13.01: Definitions

Bazaar means a place maintained by a Licensed Organization for disposal of merchandise or cash awards by means of chance; provided that the awarding of cash prizes in excess of the amount allowed by M.G.L. c. 271, § 7A or any successor thereto is expressly prohibited.

Function is a Bazaar maintained and conducted by a Licensed Organization for the disposal of awards of merchandise, cash or its equivalent by means of games. This includes without limitation thereto, so-called Las Vegas, Casino or Monte Carlo Nights.

Gross Receipts means the total amount of money received as admission fees and from the sale or transfer for money of chips, script or the like used to make wagers.

Lawful Purpose means educational, charitable, religious, civil or fraternal purposes or veterans benefits.

Licensed Organization means any Licensed Organization which holds a Bazaar permit issued pursuant to M.G.L. c. 271, § 7A.

Local Licensing Authority means the clerk of the city or town wherein a permit to conduct Bazaars is issued or to whom an application to conduct same is submitted.

Net Proceeds is Gross Receipts less taxes, prices and reasonable and necessary expenses ordinarily incidental to the conduct of said Bazaar.

Raffle/Bazaar Law means M.G.L. c. 271, § 7A.

13.02: Licensing

Lists Required To Be Kept: Membership List. Each Licensed Organization must maintain a list of its current membership by name, address, telephone number and a description of the type of membership in the organization which shall be kept available for inspection at all reasonable times.

13.03: Conduct of Games

(1) Workers.

- (a) Member in Charge. Every Licensed Organization shall designate a bona fide, active member of the licensee to be in charge of and primarily responsible for each Function. The member-in-charge shall have been a member in good standing of the Licensed Organization for at least two years. The member-in-charge shall supervise all activities and be responsible for the conduct of all games during the Function of which he is in charge including the preparation of any financial reports required by law. The

13.03: continued

member-in-charge or his qualified designee shall be present on the premises continually during the Function and shall be familiar with the provisions of the Raffle/Bazaar Law, applicable ordinances and local laws, Regulations, and the terms of the permit.

(b) List of Workers. A Licensed Organization conducting a Function shall prepare and have available on the premises a list of all persons taking part in the management or operation of the Function. Such list shall be maintained as part of the permittees' records of the Function and shall be made available to any law enforcement officer.

(c) Participation of Worker Restricted. No person shall assist in the conduct of a Function except a bona fide member of the Licensed Organization whose name appears on the lists required by 940 CMR 13.03(1)(b).

(d) Bona Fide Member. For the purposes of eligibility to participate in managing or otherwise assisting in the operation of a Function, a person is a bona fide member of the Licensed Organization only when he or she:

1. Has become a member prior to the commencement of the Function and such membership was not dependent upon, or in any way related to the payment of consideration to participate in, any gambling activity; and
2. Has held full and regular membership status in the Licensed Organization for a period of not less than three consecutive months prior to the subject Function; and
3. Has paid any reasonable initiation or admission fees for membership, and/or any dues, consistent with the nature and purpose of the Licensed Organization and with the type of membership obtained and is not in arrears in payment of any such fees or dues; and
4. Has met all other conditions required by the Licensed Organization for membership and is in all respects a member in good standing at the time of the subject Function.

A person may also be a bona fide member of a bona fide charitable or bona fide nonprofit organization affiliated with or auxiliary to his or her Licensed Organization, or to which his or her own Licensed Organization is auxiliary, when he or she meets all of the standards set out above respecting his or her own Licensed Organization.

(e) Identification Required. The member-in-charge and those assisting him in any capacity shall possess and display identification.

(f) Officer Responsible for Gross Receipts. The Licensed Organization shall duly designate an officer of said organization to be in full charge and primarily responsible for the proper accounting, use and disposition of all Gross Receipts. Such officer's name shall appear on the list required under 940 CMR 13.03(1)(b) and such officer shall be a person other than the person designated member-in-charge pursuant to 940 CMR 13.03(1)(a).

(g) Payment of Workers Prohibited. No commission, salary, compensation, reward, recompense, reimbursement of expenses or gift or other consideration shall be paid directly or indirectly, to any person for conducting or assisting in the conduct of any Function except as hereinafter provided for bookkeepers or accountants who assist by rendering their professional services. No tip, gratuity or gift or other consideration shall be given or accepted by any person conducting or assisting in the conduct of a Function either directly or indirectly, and one or more signs prohibiting tipping shall be prominently displayed in each playing area. No person shall solicit or receive any gift or donation or other consideration directly or indirectly on the premises during the conduct of a Function.

(h) Compensation of Bookkeepers and Accountants. Bookkeepers and Accountants may receive reasonable compensation for necessary services ordinarily incidental to the operation of a Function. Any bookkeeper or accountant receiving any compensation under this section shall not participate or assist in any other capacity under this or any other section of these Regulations.

(i) Persons Performing Incidental Services. Persons who perform only the following incidental services in connection with a Function shall not be deemed to be participating in the "management or operation" of such an event requiring that persons participating in the management or operation of the event be members of the Licensed Organization:

1. Serving food and/or drink to participants at the Function.

13.03: continued

2. Acting as a police officer for the purposes of maintaining general crowd control and order at the Function, or to detect persons cheating the participants or the house, when that person is a commissioned law enforcement officer with the power to make arrests in the jurisdiction in which the Function is being held or is the employee of a commercial securities service firm licensed by the Department of Public Safety.
3. Providing janitorial functions.
4. Supervising personnel carrying out the functions enumerated in 940 CMR 13.03(1)(i)1., 2., and 3., without participating further in the Function.

Provided, that the payment of persons to perform these functions does not exceed the local prevailing level of payment for similar services.

(j) Regular Salary for Licensee's Employee Not "Compensation" For Work on Functions Under Certain Conditions. The salary of a regular and full time employee or a regular but part time employee if the Licensed Organization has employed that part time position for the past two consecutive years, of a Licensed Organization shall not be deemed "compensation" for work performed by the employee in connection with a Function conducted by that organization when all of the following conditions are met:

1. The position held by the employee has been created for purposes unrelated to the conduct of a Function and the required performance of duties is generally unrelated to Functions. The employee's contribution to a Function must be an incidental part of his or her total duties, consisting of less than 1% of the total time worked for the organization; and
2. The employee is paid on a recurring basis on a regular and established rate throughout the calendar year, unrelated to the income produced by any Function; and
3. The employee does not operate any game at any Function conducted by the organization but confines his or her services in connection with the event to assisting the organization's other members with the overall planning and organization of the event and with supervision of the supporting services for the event.

13.04: Limitation of Participation of Certain Persons

No person directly or indirectly connected with the manufacture, sale or distribution of gaming equipment or supplies, or the agents, servants or employees of such person, shall conduct, participate, advise or assist in the conduct of a Function or render any service to anyone conducting, participating or assisting in the conduct of a Function including the preparation of any form relating thereto.

13.05: Equipment

- (1) Ownership of Equipment. The Licensed Organization shall conduct games only with equipment owned by it or which a lessor undertakes to provide by the terms of a written lease. The rental fee contained in such a lease shall be a sum certain and shall be commercially reasonable.
- (2) Equipment. Equipment used in the conduct of a Bazaar must be maintained in good repair and sound working condition. Equipment shall be used, and play operated, so that each player is given an equal opportunity to win.

13.06: Operation of Games

- (1) Wagering By Use of Chips, Script or The Like Required. A Licensed Organization may allow wagers to be placed only in the form of chips, script or the like and purchased for cash at the Function at which the wager is made. Wagering in the form of currency or representations of credit is expressly prohibited. Chips, script or the like may be redeemed at only the specific Function where they were acquired.
- (2) House Rules. Prior to conducting a Function, each Licensed Organization shall develop a set of house rules which will govern the type, scope and manner of all games to be conducted. Among other information, these rules shall establish the maximum amount of

13.06: continued

wagers which may be placed by persons participating in games. In addition, the rules shall prohibit the giving of anything of value to any person involved in the management or operation of the Function and prohibit any involved in the management or operation of the Function from accepting anything of value. A copy of the rules shall be posted conspicuously on the premises where the Function is being conducted at all times during the occasion, and a copy thereof shall be made available upon request, to any law enforcement officer. The maximum wager and rules for individual games shall be displayed at the location of each said game so as to be conspicuous to those persons participating in said game.

13.07: Prohibited Acts

- (1) Wagering Among Participants Not Permitted. No Licensed Organization shall permit, as a part of a Function, a gambling activity which involves a wagering of money or other items of value by one participant directly against another participant, if the activity does not provide for some portion of the proceeds to go to the Licensed Organization. This rule shall not be construed to prohibit games wholly administered by the Licensed Organization wherein the licensee collects wagers from among the participants and determines the winners and amount of prizes on a parimutuel basis.
- (2) Credit and Checks. No Licensed Organization may extend credit to any patron at a Function. No checks may be cashed or received for the purchase of chips, script and the like.
- (3) Persons Under Age Eighteen. No person under 18 years of age shall be permitted on that portion of the premises used for a Function.
- (4) Transaction of Certain Business Prohibited. No person who is directly or indirectly connected with the manufacture, sale or distribution of gaming equipment or supplies or his agents, servants or employees may be present during a Function for the transaction of business.
- (5) Workers Prohibited From Participating. Workers are prohibited from participating in games at any Function during which they participate as workers.

13.08: Police Officer Required

Each Licensed Organization shall retain the services of a police officer of the city or town where the Function is conducted or shall take such other steps as are adequate to protect the proceeds and to insure the public safety. The police officer may be compensated under 940 CMR 13.03(1)(i)2. at a rate not to exceed the rate currently prevailing for such services in said city or town.

13.09: Limitation of Functions

No Licensed Organization shall conduct more than two Functions in any single calendar year. The operation of a Function shall be limited to five consecutive hours.

13.10: Record Keeping

- (1) Records
 - (a) Record Keeping. Accurate records and books shall be kept by each Licensed Organization including but not limited to detailed financial reports of the amount and source of proceeds, the members participating in the promotion and/or operation of the Function, all expenses and disbursements.
 - (b) Access to Records. Law enforcement personnel shall at all times have access to all books and records of any Licensed Organization.

13.10: continued

- (c) Period for Retention of Records. All records, books of account, bank statements and all other papers incidental to the operation of Bazaars by the Licensed Organization shall be retained and available for inspection by law enforcement personnel for a period of four years from the close of the calendar year to which the records apply.
- (2) Central Accounting System. Each Licensed Organization shall establish and maintain a central accounting system for the operation of a Function for all activities conducted in conjunction with the Function. The central accounting system should include but not be limited to internal controls to secure and count all cash received in connection with the Function, methods of accounting for chip sale and reimbursement, and verification of all transfers of cash and chips between game station(s) and the central counting area.
- (3) Expenses. Each Licensed Organization should incur only those expenses which are reasonable and necessary for the promotion and/or operation of a Function.

13.11: Violations of Regulations

Failure to comply with any of the Regulation shall be deemed an unfair and deceptive act or practice, in violation of M.G.L. c. 93A, § 2 or a misapplication of funds given or appropriated to public charities.

13.12: Severability

If any provision of these Regulations or the application of such provision to any person or circumstances shall be held invalid, the validity of the remainder of these Regulations and the applicability of such provisions to other persons or circumstances shall not be affected thereby.

REGULATORY AUTHORITY

940 CMR 13.00: M.G.L. c. 12, § 8J; c. 93A, § 2(c).



The Official Website of the Attorney General of Massachusetts

Attorney General Maura Healey

[Home](#) > [Doing Business in Massachusetts](#) > [Public Charities or Not-for-Profits](#) > [Soliciting Funds](#) > [Raffles and Other Gaming Act](#)
> [FAQs about Raffles](#)

FAQs about Raffles

Q: Are there any limits on the number of raffles allowed under the permit?

A: No, there is no limit on the number of raffles that can be held.

Q: What is the difference between a raffle and a promotion?

A: A raffle requires a purchase in order to participate but a promotion does not. For example, radio stations may offer listeners a chance to win prizes; but if an individual does not have to pay to be eligible to win, it is considered a promotion. If a retailer does not require a purchase to participate in a give away of goods or services, it is conducting a promotion, not a raffle. This Guidance Document does not apply to promotions.

Q: Does an organization need a permit to conduct a silent auction?

A: No, a silent auction is not gaming activity.

Q: Can I raffle off my house if I give a portion of it to a nonprofit organization?

A: No. Only qualified non-profit organizations that have obtained a permit and act in accordance with [M.G.L. c. 271, s. 7A](#) and, if applicable, [940 CMR 12.00](#), can conduct raffles. An individual cannot hold a raffle even if a portion of the proceeds will be donated to a qualified nonprofit organization.

Q: Can a nonprofit organization hold an online raffle?

A: Currently, Massachusetts has no law that allows raffle ticket sales over the Internet. Under [940 CMR 2.00](#), both the raffle ticket seller and purchaser must sign the raffle ticket. In addition, raffle activity conducted online may implicate both federal and state laws and some states expressly prohibit it. Organizations wishing to hold online raffles should consult an attorney who can provide guidance on all legal requirements before conducting an online raffle.

Q: Can a nonprofit organization hold a 50/50 raffle or distribute a prize from the money collected from the sale of raffle tickets?

A: A nonprofit organization may hold a raffle to award various prizes that are announced in advance, such as a motorcycle, trip or television. If, however, the prize is cash (such as in the case of a 50/50 raffle where the winner receives 50% of the proceeds) or a portion of the prize is derived from the raffle proceeds, the raffle may run afoul of the prohibition against pooling contained in [M.G.L. 271, s. 16A and 17](#).



The Official Website of the Attorney General of Massachusetts

Attorney General Maura Healey

Home > Doing Business in Massachusetts > Public Charities or Not-for-Profits > Soliciting Funds > Raffles and Other Gaming Activity
> FAQs about Nonprofit Gaming Events

FAQs about Nonprofit Gaming Events

Frequently Asked Questions about Nonprofit Gaming Events

Q: Who may conduct gaming events such as raffles, casino or Las Vegas nights, or poker tournaments?

A: Gaming events such as raffles, casino or Las Vegas nights, or poker tournaments may only be conducted by a non-profit organization (whether or not incorporated) that has been organized and actively functioning in Massachusetts for at least two years and is one of the following:

- Veterans' organization chartered by Congress;
- Church or religious organization;
- Fraternal or fraternal benefit society, such as an Elks Club or union;
- Educational or charitable organization;
- Civic or service club; or
- Other club or organization operated exclusively for nonprofit purposes.

These groups are qualified nonprofit organization and represent limited exceptions to the general law prohibiting gambling in the Commonwealth.

Q: If a qualified nonprofit organization is also a public charity does it have other legal requirements before it can conduct gaming events?

A: Yes, a nonprofit organization that is a public charity must register with the Attorney General's Non-Profit Organizations/Public Charities Division (the "Division") under [M.G.L. c. 12, s. 8E](#) and must be in compliance with the reporting requirements of [M.G.L. c. 12, s. 8F](#) and [M.G.L. c. 68, s. 19](#) prior to conducting a gaming event. If you do not know if your organization is a public charity, please visit [General FAQs about Charities](#).

Q: What kinds of gaming activities are regulated?

A: Raffles, in which a chance to win is sold to participants and the winner or winners are selected from the chances actually sold, are regulated by law. Whenever money is charged for the ticket or chance, the raffle can be legally operated only by a qualified nonprofit organization. The funds received must be used only for the purposes specified in the law. If no money is charged, anyone may legally operate a raffle, and businesses often do so for promotional purposes. Consumer protection laws apply to all raffles, however.

Casino or Las Vegas nights (also referred to as "bazaars") are also regulated because they offer the opportunity to play games of chance, such as roulette, craps, blackjack and poker (including Texas Hold'em) for a prize. These gaming events may be legally operated only by a qualified nonprofit organization, and the funds must be used for specified purposes.

Beano or Bingo games are regulated by the Lottery Commission. For more information, visit the [Lottery Commission website](#), or call (781) 849-5555.

Q: May a municipal or other governmental organization such as a public school or a conservation commission sponsor a gaming event?

A: No, because these organizations do not fit within any of the authorized categories.

Q: Does the law restrict the use of the funds raised through gaming activities?

A: Yes. The funds raised must be used for educational, charitable, religious, fraternal or civic purposes or for veterans' benefits.

Q: What laws apply to gaming activities?

A: All qualified nonprofit organizations conducting gaming events must comply with M.G.L. c. 271, s. 7A. In addition, the Attorney General has regulations governing raffles at 940 CMR 12.00, 17A (Regulations Governing Raffles) if the cost of a ticket is more than \$10 or any prize exceeds \$10,000. The Attorney General also has regulations governing casinos or Las Vegas nights. See 940 CMR 13.00, 17A (Regulations Governing Bazaars).

Q: Is a permit needed to hold gaming events? If so, how can I obtain one?

A: Yes, a permit from the municipality in which the raffle will be held is required for a qualified nonprofit organization to hold a gaming event such as a raffle, casino or Las Vegas night, or poker tournament. The nonprofit must obtain the permit from the clerk of the municipality.

Q: What is required in the permit application?

A: The nonprofit must provide:

- Its name and address;
- Evidence that it is eligible to hold a raffle or bazaar;
- Names of three officers or members who will be responsible for the operation of the event; and
- The uses to which the net proceeds will be applied.

Q: Who may sell raffle tickets?

A: Only qualified members of the sponsoring organization who are not paid for their time or effort.

Q: How many raffles may be held during the year?

A: A permit received from a municipality is valid for one year from the issue date. There is no limit on the number of raffles that may be held.

Q: Are online raffle sales permitted?

A: While there are no Massachusetts laws expressly regulating online raffle sales, certain regulations may operate to prevent online sales. For example, both the purchaser and the seller must sign the raffle ticket under 940 CMR 12.00, 17A (Regulations Governing Raffles) if the prize is worth more than \$10,000 or raffle tickets cost more than \$10.

In addition to state law, federal law may also apply. The Unlawful Internet Gambling Enforcement Act, passed on October 13, 2006 (31 United States Code s. 5361-5366), restricts online gambling in states that do not require age and location verification. Massachusetts does not currently regulate online gambling. Nonprofit organizations seeking to conduct online raffles should be aware that such raffles may violate federal law and should first consult with their own attorney, as the Division provides advice only with respect to state law.

Q: Who may be involved in the operation of a casino or Las Vegas night or poker tournament?

A: Only bona fide members of the licensed nonprofit organization. The members cannot be paid for their involvement in the gaming event. Employees of companies providing equipment or supplies for the gaming event may not be involved in the management or operation of the event.

Q: How many casino or Las Vegas nights or poker tournaments may be held during the year?

A: A permit is valid for one calendar year and a nonprofit may conduct only three of these gaming events during that period; a gaming event may not last longer than five hours and no more than one event may be held on any single day.

Q: Does a nonprofit have to pay taxes on the money it raises from gaming events?

A: Yes, within 10 days after conducting a raffle, casino or Las Vegas night or poker tournament, the nonprofit organization must pay a five percent tax on the gross proceeds to the Lottery Commission. The Lottery Commission will send the required forms to the nonprofit after the permit is issued.

Q: What else does the law require?

A: Within 30 days after the permit expires, the nonprofit must provide to the city or town clerk two copies of a report certified by the same three people who applied for the permit containing:

- Number of gaming events held;
- Amount of money received;
- Amount spent on expenses;
- Names of winners of prizes of more than \$25 in value;
- Total net proceeds; and
- Use of the funds.

The clerk will provide the nonprofit with a copy of the report that must be filed.

Q: Where can I get more information?

A: If you are planning to hold a poker tournament, please review the . If you have further questions concerning gaming activities, please call the Attorney General's Office Non-Profit Organizations/Public Charities Division at (617) 727-2200, ext. 2101, or contact the [Massachusetts State Lottery Commission](#) at (781) 849-5555.



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Checklist for a Nonprofit Organization Holding a Poker Tournament

Step One - Qualifying Organizations

- A veterans' organization, church or religious organization, fraternal or fraternal benefit society, educational or charitable organization, civic or service club, or other organization operated exclusively for non-profit purposes.
- Actively functioning as a nonprofit organization in the Commonwealth for at least the past two years.
- If required, have registered with the Attorney General's Non-Profit Organizations/Public Charities Division pursuant to Massachusetts General Laws (M.G.L.) Chapter 12, Section 8E and Chapter 68, Section 19, are up-to-date with annual filings, and are in possession of a valid *Certificate for Solicitation*.
- Haven't conducted more than three bazaars in a single calendar year.
- Haven't had a raffle/bazaar permit revoked for a M.G.L. c. 271, § 7A violation occurring within the past three years.

Step Two - Preparing for the Event

- Select three persons, two of whom have been officers or members in good standing for at least the past three months and one of whom has been a member in good standing for at least the past two years, to be responsible for the operation of the event and the uses to which the net proceeds will be applied.
- Of the three members selected, designate one person who has been a member in good standing for at least the past two years to be the "member in charge," with primary responsibility for the operation of the event.
- Designate a separate person who is an officer of the organization to be the "officer responsible for gross receipts," with primary responsibility for the accounting, use,

and disposition of all funds received during the event.

- Establish a system of bookkeeping to keep complete financial records.
- Maintain a list of all members who assist in the event's promotion and operation.
- Establish and put in writing the house rules.
- Determine in advance the prizes to be awarded (prizes should not increase or decrease based on the number of people playing, the amount of proceeds collected, or the outcome of the games being played).
- Limit individual cash prizes to \$25. (Prizes for merchandise, including gift cards, may be any value.)
- Obtain a permit from the clerk of the city or town in which the event will be held.
- Arrange for a uniformed police officer to be present during the event.
- Do not hold a bingo or beano event at the same time as the poker tournament. (A raffle may be held simultaneously, so long as the organization complies with all applicable legal obligations.)

Step Three - During the Event

- Ensure that the member in charge and all assistants are present and display proper ID.
- Prohibit anyone under eighteen on that part of the premises where poker is played.
- Ensure non-members do not participate in any aspect of the tournament's promotion or operation.
- Conspicuously post house rules at each table, including no tipping of dealers.
- Ensure that participants and spectators are not registering bets of money or anything of value upon the result of any hand or game.
- Ensure that the event does not last longer than five hours.

Step Four - After the Event

- Within ten days after the bazaar, file a return with the Lottery Commission.
- Within thirty days after the permit expires, file with the clerk two copies of the financial report certified by the three members responsible for the event and by an accountant.
- Store all records so that they will be accessible and available for at least one year from the issuance of the financial report or for at least three years if an organization is required to file an annual report with the Non-Profit Organizations/Public Charities Division.
- Use net proceeds exclusively for educational, charitable, religious, fraternal or civic purposes, or for veterans' benefits.

Please see the Attorney General's Advisory on Poker Tournaments, available at: www.mass.gov/ago in the section on Nonprofits & Charities, for additional information.